CITY OF BETHEL
LOG CABIN RENTAL AGREEMENT
Phone (907) 543-2046 * Fax (907) 543-3110
Email: logcabin@cityofbethel.org

Rental Date(s): _____ Time(s): _____

Please sign and date indicating you agree to the rental terms.

I/we understand that by signing this Agreement that I/we hereby agree to abide by all of the policies and conditions for the use of the Log Cabin as set forth in the Log Cabin General Information and Rules for Use.

I/we understand that by signing this Agreement that I/we hereby agree to indemnify and hold the City of Bethel, its officers, agents and employees, harmless from and against any and all liabilities as well as other claims, demands, etc.

I/we acknowledge receipt of the (1) City of Bethel Log Cabin Rental General Information which contains the policies; rental fees; deposit fees; and rules and information for use of the Log Cabin; and (2) the Cleaning Checklist.

I/we understand that by signing this Agreement I/we acknowledge responsibility for all visitors and guests to the Log Cabin during the rental period.

I/we understand that by signing this Agreement that I/we agree to be responsible for all activities which occur on the Premises and for any damage which may result from my/our use of the Premises.

I/we understand that by signing this Agreement I/we agree to do a walk-through before and after the rental (if for a short term).

Applicant Signature _____ Date _____

Print Name: _____

Co-Applicant Signature _____ Date _____

Print Name: _____

Charge per day: _____ x # _____ days = _____

Deposit Amount: _____

Total Due: _____

Fee Paid: _____ (Date)

☐ Check ☐ Credit Card ☐ Purchase Order ☐ Money Order/Cashier's Check

Deposit Paid: _____ (Date)

☐ Check ☐ Credit Card ☐ Purchase Order ☐ Money Order/Cashier's Check

Key # _____ Issued on _____ (date) to: _____

_____

Signature acknowledging receipt of key

Key returned on: _____ (Date) to: _____

Check Request Processed for Deposit Refund? ☐ No (fill out form) ☐ Yes

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GENERAL INFORMATION

Reservation Information

- The Bethel Log Cabin is available for rental on a first come, first served basis.
- To check availability, the Log Cabin calendar can be viewed at www.cityofbethel.net. You may also call (907) 543-3110 with any additional questions.
- In order to reserve a requested date(s) at the Log Cabin, the following items must be completed and turned in to the City:
  - ✓ Log Cabin Rental Application
  - ✓ Clear Copy of Driver's License; State Issued ID Card;
  - ✓ **Deposit and rental fees (must be submitted with paperwork)**
- Access to the building is allowed from 7:00 am to 9:00 pm on the rental date(s) stated on the application. Equipment provided is for use inside the Log Cabin ONLY. DO NOT REMOVE equipment or items from the Premises.
- Events must be concluded, cleaned up and exit premises by 10:00 pm.
- At City discretion, a rental may receive ½ hour courtesy for setup and decoration prior to the rental time.
- All rentals require a 2 hour minimum.
- All changes to your rental must be made in writing, additional fees may apply. Reservations will not be considered firm until a contract is signed, and both the deposit and rental fees have been received.
- Forfeiture of deposit may prohibit the future use of the Log Cabin.
- Contact the City of Bethel Police Department at (907) 543-3781 for after business hour emergencies at the Log Cabin.

Deposits:

1. A refundable deposit will be required of all rentals as dictated by the current City of Bethel Fee and Rate schedule.
2. The deposit or a portion of the deposit will be retained by the City for the reasons listed below.
3. In the event of damage, the amount deducted from the deposit will be determined by the cost of materials and hours of labor needed for the repair. Additional billing may occur depending on the extent of damages.
4. Deposits are not and may not be applied toward rental balances.
5. Deposits are required for all reservations (even those where the City has waived the rental fee).
6. Deposits are refundable 2-4 weeks after the event unless the deposit or a portion of the deposit is retained due to violation of contract rules and regulations such as, but not limited to:

- Damage to building, equipment, property;
- Failure to clean premises after use;
- Failure to vacate facility at time specified on contract;
- Smoking inside the facility;
- Misrepresentation of the organization or type of event;
- Failure to remove all items from building;
- Exceeding posted maximum room capacities;
- The throwing of or use of rice, glitter, confetti or other materials which will require special cleaning;
- Use of alcohol in the facility;
- Loss of or failure to promptly return facility key(s).

The applicant is responsible for ensuring the Log Cabin is clean and undamaged at the end of the rental period. To protect you and your guests from theft, do not allow the general public to use the bathrooms or facility. Contact the City of Bethel (at the number above) to report any issues. For after-hours issues, please contact the Bethel Police Department non-emergency number (907) 543-3781.

Facility Policies:

- **Alcohol:** Alcoholic beverages are strictly prohibited.
- **Animals:** Animals are not permitted in the building. Persons with a disability requesting to bring a service animal must obtain consent for the animal at least two (2) business days prior to the event.
- **Call-Out:** There is a three (3) hour minimum overtime fee for any City of Bethel employee called out after hours for any problems.
- **Candles:** Candles or items with an open flame of any kind are not permitted.
- **Events:** Open to the public and charging admission must hire an off duty Bethel Police Officer for security.
- **EQUIPMENT AND ITEMS PROVIDED FOR USE INSIDE THE LOG CABIN ARE INTENDED FOR USE INSIDE THE FACILITY AND MAY NOT BE REMOVED** from the premises. This includes, but it not limited to: tables, chairs, warming pans, lids, garbage cans. All equipment is to be used in the proper way.
- **Fog Machines:** The use of fog machines is strictly prohibited.
- **Keys:** If the key is not returned by the end of the business day following the event, the deposit will be forfeited. Lost keys will incur a $300 re-key fee.
- **Lost/Found:** Lost items will be held for ten (10) calendar days and then discarded or donated.
- **Maximum Occupancy:** Is 60 persons in the building at any one time.
- **Music/Noise:** Music/amplified sound must comply to the City's noise ordinance. Failure to comply with the City's noise ordinance will result in loss of the deposit and city ordinance enforcement.
- **Other Events:** Other events may be taking place in the park or nearby causing the parking lot to get full without notice.
- **Responsible Individual(s):** The person(s) signing the rental agreement are responsible for the conduct of attendees.

- **Set-Up:** The set-up function and removal of all equipment/decorations must take place within the rental time. The City may, but is not obligated to, provide a ½ hour courtesy set-up time.
- **Smoking:** Smoking is not permitted in the building or within 30 feet of the building.
- **Teen Parties:** must have one (1) adult chaperone in attendance for every eight (8) underage persons attending. The representative who signs the agreement must be at least twenty-five (25) years of age.
- **Youth:** Youth under the age of thirteen (13) must be accompanied by a parent/guardian in all areas of the Log Cabin, unless they are participating in an organized program or activity.
- **Vandalism:** Vandalism breakage or possible hazard conditions should be reported to city personnel immediately.
- **Weapons:** Weapons of any kind are strictly prohibited.

Decorations:

1. Do not fasten push pins, or nails to trim, acoustical tiles or ceiling.
2. Decorations may be hung with tape.
3. Push pins can be used on the bulletin board only, not on the walls or ceiling.
4. Freestanding decorations are allowed.
5. All decorations are to be provided, set up and removed by the customer.

CANCELLATION POLICY	
If 30 or more days' notice	Full refund of both rental rate and deposit
Notice 10-29 days before event	City keeps deposit; rental rate refunded
Notice less than 10 days before event	City keeps deposit and one day rental rate
If rental 3 consecutive days or more	Cancel **45** days in advance = Full Refund Cancel less than 45 days in advance = City keeps deposit and one full day rental rate
Recurring Use Rental	Cancel 72+ hours in advance – fee credited Cancel less than 72 hours from day of use – fee forfeited

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CLEANING CHECKLIST

_____ _____
Name of Renter/Responsible Party Date(s) of Event

1. Access to the Log Cabin is allowed only on the rental date(s) stated on the application. Clean-up must be completed by the end of the rental period and in no event later than 10:00 pm.
2. Please note: The staff will use a Cleaning Checklist to inspect the Log Cabin after your event. Copies of this checklist and photos of how to leave tables and chairs stacked are located in the hanging wall file in the kitchen of the Log Cabin.
3. Please turn this form in with the key no later than the close of the business day following the event.

Kitchen

- ☐ Ensure back door locked
- ☐ Remove garbage to dumpster
- ☐ Clean sink and countertops
- ☐ Remove all personal items
- ☐ Remove all food items
- ☐ Sweep and mop floors
- ☐ Wash any utensils, plates, etc. used
- ☐ Microwave – must be cleaned after use
- ☐ Ensure all inventory items are clean
- ☐ Put away all inventory items
- ☐ Empty and clean coffeepot
- ☐ Empty water from teapot

Main Room & Entryway

- ☐ Close and lock all windows
- ☐ Close blinds
- ☐ Stack all tables
- ☐ Stack chairs (10 high)
- ☐ Vacuum Carpet
- ☐ Remove garbage to dumpster
- ☐ Remove all personal items
- ☐ Remove garbage to dumpster

Bathrooms

- ☐ Clean Sinks
- ☐ Clean Commodes
- ☐ Wipe down mirrors & Faucets
- ☐ Sweep & Mop floors

The Log Cabin is a valuable community meeting place. It's important we keep the building and all equipment in good condition. If you notice anything broken or damaged in any way, let us know. Please write any comments on the back of this sheet. Tables and chairs have an inventory number located on the bottom of the unit: all have been photographed. Please include the table and/or chair number when noting any issues.